

Shasta LAFCO

Shasta Local Agency Formation Commission

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MINUTES

Executive Committee Meeting – February 6, 2007

(This record is not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Committee's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Committee's deliberation, and action taken.)

CALL TO ORDER/ROLL CALL/INTRODUCTION

Chairman Miller called the meeting to order at 10:30 a.m. in the Shasta LAFCO office, 1670 Market St. Ste 244, Redding, California.

Commissioners Present: Miller, Webster

Commissioners Absent: Vacant

Staff Present: Executive Officer Mickelson, Clerk Smith

DRAFT PERSONNEL POLICIES

After review and discussion of amended Personnel Policies, the Executive Committee made a recommendation to the full Commission that the amended Personnel Policies should be adopted as presented. (Webster/Miller).

REVIEW OF AGENDA MATERIAL FOR REGULAR MEETING

The draft agenda for February 15, 2007 was presented by staff. Each item was reviewed and discussed.

The issue of a cell phone stipend for the Executive Officer was discussed, as directed by the Commission at the December meeting. After reviewing what the cities and county pay for Management cell phones, the Executive Committee supported the Executive Officer's recommendation of paying a stipend in the amount of \$40 per month beginning January 1, 2007.

The Executive Office relayed that monies for her retirement account are currently being held in the General Fund account at the Auditor's office. Since CALPERs has not been approved and is not expected to be approved for sometime, the Executive Committee supported the Executive Officer's recommendation that the funds be put in a 403b as a temporary vehicle until CALPERs is set in place. The Executive Committee asked that materials regarding the specific fund be included in the agenda packet or presented at the meeting.

After discussion about the upcoming proposals and goal of completing the MSRs, the Executive Committee felt it necessary to continue temporary modification of the Executive Officer's work

schedule to 40 hours a week. A sunset date of August 31, 2007 was recommended for this temporary schedule.

The Executive Committee recommended that the Analyst be reimbursed for claims submitted for dental and/or vision claims that are incurred up to \$625 since a group dental and vision plan has not been attained and benefits should be available to said employee.

The Executive Committee directed staff to place an additional item onto the draft agenda to read: Authorize Change in Payroll Provider and Provide 30 Day Notice of Termination to Current Personnel Services Provider (Action). Staff was directed to gather information on payroll providers and to present that information at the February 15 meeting.

After review of the agenda items, the Executive Committee directed staff to mail/post the agenda and materials as prepared.

ADJOURNMENT

There being no further business, Chairman Miller adjourned the meeting at 11:30 a.m.

Amy K. Mickelson
Executive Officer

Date